

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. A001	3. EFFECTIVE DATE 2/20/2013	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY Contracting & Procurement General Services Office, American Embassy Manila Seafront Compound, Roxas Boulevard, Pasay City		7. ADMINISTERED BY (If other than Item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and ZIP Code)			(√)	9A. AMENDMENT OF SOLICITATION NO. SRP38013Q0047
				9B. DATED (SEE ITEM 11) 2/20/2013
				10A. MODIFICATION OF CONTRACT/ORDER NO.
				10B. DATED (SEE ITEM 13)
FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ --Is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter of telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(√)	A.	THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B.	THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
	C.	THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D.	OTHER (Specify type of modification and authority)


E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return ____ copy to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

RFQ SRP-380-13-Q-0047 is hereby amended as follows:

- The scope of work is revised to change the requirements needed for the conference. The revised scope of work is attached.
- The original quote submission date of February 25, 2013 will not be extended. Time of submission no later than 9:00 AM remains unchanged.

All other terms and conditions remain unchanged and in full force & effect.

15A. NAME AND TITLE OF SIGNER (Type of print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or Print) Nenita V. Whitaker	
15B. CONTRACT/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED

I Function Room

	DESCRIPTION	NO. OF PAX	BEGIN DATE	END DATE	NO. OF DAYS	COST/DAY, PHP	TOTAL COST:
1	Conference Package						
2	Meal Requirements:						
	AM/PM Snack & Buffet Lunch with drinks						
	Minimum guaranteed no. of persons	45	3/12/2013	3/14/2013	3		
	Maximum guaranteed no. of persons	50	3/12/2013	3/14/2013	3		
	* CHARGING: Please confirm if hotel can meet below arrangements for -- actual charges apply not exceeding the maximum guaranteed no. of persons						
	TOTAL:						0.00
	Inclusions: (pls. mark the columns with an "x" if the amenities are "yes", inclusive / "no" not inclusive with the room rate. Kindly fill up "cost of additional amenities / day" if in non inclusive.	YES	NO	cost of additional amenities/day, PHP			TOTAL COST:
1	Free flowing coffee/ tea						
2	Main Function Room/Plenary						
3	Set-up Rectangular table format for 40 pax						
5	One (1) LCD Projector & Screen						
6	One (1) Easel						
7	Complimentary PA System with wireless mic at least (2)- at least 6 microphones (4) wireless and (2) wired						
8	Four (4) Breakout Rooms to accommodate 10 pax each- Three (3) Breakout Rooms to accommodate 10 pax each						
10	with tables and chairs for 10 pax with computer outlets (each room)						
11	Four (4) Easel/ Flipchart/ Whiteboard 1 easel each room						
	TOTAL:						0.00
	TOTAL FUNCTION RM. RATES, PHP:						0.00

II GRAND TOTAL:

TOTAL FUNCTION RM. RATES, PHP:	0.00
GRAND TOTAL , PHP:	0.00

NOTE: There will be Room Accommodation in line with the request for 7 Single rooms.
This is for personal billing and not under US Embassy